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DEPARTMENT OF GEOGRAPHY, TOURISM &amp; HOTEL MANAGEMENT

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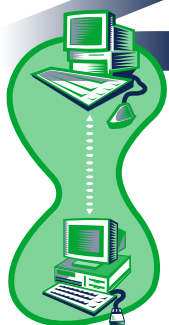
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# Notes to Authors



## Information on Submission of Manuscripts for Publication

The manuscripts that are going to be published in the third issue of *Geographica Pannonica* should be delivered to the Editorial Board by June 1st 2000.

In order to satisfy our publishing standards please prepare your manuscripts in the following way.

### Software Requirements

Microsoft Word for Windows (2.0–2000)

### Size

The article should not exceed 8 pages, tables included (paper size A4, all margins 2.5 cm) or 24,000 characters (MSWord > File > Properties > Statistics).

### Font

Times New Roman 12pt. Please be careful not to use spacebar more than once between each word. Full stops and commas should follow the words immediately, no space between a word and a comma or a full stop.

### Space Between Paragraphs

Single (1).

### Alignment

Left. Neither tabs nor spacebars should be used for alignment. The paragraphs will not have the same length, which should not worry you.

### Hyphenation

Please apply none. It will be done during the preparations for the publishing.

### Headings

Main Heading 14 pt. Other headings 12 pt, the order of headings should be numbered in the following way: second rank heading 1. Waters, third rank 1.1. Underground Waters, fourth rank 1.1.1. Artesian Waters and 1.1.2. Phreatic Waters etc.

### Footnotes

Should not be inserted automatically on the same page. Please insert them manually at the end of a manuscript.

### Authors

Please include your title, first name(s), surname(s), professional title, place of work and appropriate address. All this should be written under the main heading.

### Abstract

Not longer than 200 words. Place it after general information about the author.

### Key words

Not more than 7 words.

### Tables

Tables should be numbered in their correct order using Arabic numbers. For example, Table 1. Worldwide order of average wheat production.

### Figures

All types of illustrations should be numbered consecutively using Arabic numbers. For example, Fig.1. Map of regions.

### References (in the text)

For example, (Williams, 1995) in cases of one author; (Williams, Smith, 1995) in cases of two authors; (Williams, et al., 1995) in cases of more than two authors.

### Bibliography

#### (at the end of the manuscript)

For example, Surd, V., (1997): The Ex-communist European Space and the New Balance, *Geographica Pannonica*, no. 1, Institute of Geography, Novi Sad. Or Kicošev, S., Mitchell, B. (1997):... or Tomić, P., et al., (1997):...

### Graphic Illustration

Photographs (sharp, high contrast glossy print) and original drawings (printed materials only of high quality; photocopies will not be accepted). Should be submitted together with the manuscript.

### Information on Submission

The article should be printed in one copy and it should be saved on the floppy 3,5" or CD. The text-only version should be saved as a separate file (the name of the file should be the author's surname.)

If there are any special fonts required by some languages the fonts should also be included in the floppy.

Any graphic illustrations should be saved to the floppy as their original files. For example, if an illustration has been created in Adobe PhotoShop (300/dpi) with .tif extension or in Corel Draw with .cdr extension, etc. (this does not apply only to graphs created in MS Word). In the text file, the name of the illustration and its position should be included (please do not leave any additional space for the illustrations). If there is more than one illustration, the name of the files should be numbered in order in which the illustrations appear in the text. For example, Kovacs 01, Kovacs 02, Kovacs, 03, etc.

The publishing date of your manuscript and the entire *Geographica Pannonica* depends on your fulfillment of the above-given requirements. For further information do not hesitate to contact the Senior assistant editor to following E-mail address: [lazarus@EUnet.yu](mailto:lazarus@EUnet.yu)

*Lazar Lazić*



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